



**Downtown Simcoe Business Improvement Area
Board of Management Meeting**

Date: Wed. December 11, 2024 **Time:** 12:00 PM

Location: Simcoe BIA Office, 26 Peel St., Simcoe

DATE: December 11, 2024

PRESENT: Tiana Moe, Marianne Ward, Laura Downey, Morgan Xiola, Nathan Kolomaya, Councillor Doug Brunton

STAFF: Les Anderson, Josh Parsons

GUESTS: None

REGRETS: Clarence Burke, Stephen Khalla, Councillor Adam Veri

1. Welcome and Meeting Called to Order

Tiana Moe, Acting Chair, welcomed everyone to the meeting and called the meeting to order at 12:02 pm.

2. Approval of the Agenda

The agenda was reviewed and there were no changes to the agenda.

MOTION

Moved by: Nathan Kolomaya

Seconded by: Marianne Ward

That the agenda for the Simcoe BIA Board of Management meeting of December 11, 2024, be approved.

Motion Carried

3. Declarations of Pecuniary Interest / Conflict of Interest

There were no declarations of pecuniary interest and/or conflicts of interest.

4. **Acceptance of the Board of Management Minutes of October 9, 2024, and November 13, 2024**

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Nathan Kolomaya

That the minutes of the Board of Management meetings held on October 9, 2024, and November 13, 2024, be approved.

Motion Carried

5. **Business Arising From the Minutes**

Items will be discussed under other business.

6. **Correspondence**

a) There was no correspondence

7. **Election of Officers for the Simcoe BIA Board of Management**

Les Anderson chaired this part of the meeting and asked for nominations for the following positions.

Position of Chair

Les asked for nominations for the position of Chair.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Nathan Kolomaya

That Tiana Moe be nominated for the position of Chair.

Les asked Tiana if she accepts the nomination for Chair and Tiana replied yes.

Les asked if there were any other nominations for the position of Chair. There were no other nominations.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Nathan Kolomaya

That the nominations for the position of Chair be closed.

Motion Carried

Tiana Moe was elected Chair by acclamation.

Position of Vice Chair

Les asked for nominations for the position of Vice Chair.

MOTION

Moved by: Tiana Moe

Seconded by: Councillor Doug Brunton

That Laura Downey be nominated for the position of Vice Chair.

Les asked Laura if she accepts the nomination for Vice Chair and Laura replied yes.

Les asked if there were any other nominations for the position of Vice Chair. There were no other nominations.

MOTION

Moved by: Tiana Moe

Seconded by: Councillor Doug Brunton

That the nominations for the position of Vice Chair be closed.

Motion Carried

Laura Downey was elected Vice Chair by acclamation.

Position of Treasurer

Les asked for nominations for the position of Treasurer.

MOTION

Moved by: Marianne Ward

Seconded by: Councillor Doug Brunton

That Morgan Xiola be nominated for the position of Treasurer.

Les asked Morgan if she accepts the nomination and Morgan replied yes.

Les asked if there were any other nominations for the position of Treasurer. There were no other nominations.

MOTION

Moved by: Marianne Ward

Seconded by: Tiana Moe

That the nominations for the position of Treasurer be closed.

Motion Carried

Morgan Xiola was elected Treasurer by acclamation.

Tiana Moe, Board Chair, resumed chairing the meeting.

8. Committee Reports for Board Discussion

a) Executive Committee

There was no report from the Executive Committee as the Committee did not meet.

b) Beautification Committee

Marianne Ward commented on the Beautification Committee discussions including “Project Whiteout” which includes additional lighting in the BIA area, tree plantings and tree maintenance, and the desire to continue with the three season plantings in the street level planters. We have received a number of positive comments about the street level planters this year. Les also commented on the tree maintenance and his email to Adam Biddle of Norfolk County. The County has some trimming scheduled for this winter and some further maintenance in the spring.

MOTION

Moved by: Marianne Ward

Seconded by: Tiana Moe

That the Beautification Committee Report for the month of December 2024 be received as information.

Motion Carried

c) Communications / Events Committee

Laura Downey commented on the discussions at the Communications/Events Committee which included obtaining additional information about a digital sign on Norfolk Street South, our newspaper advertising in the Simcoe Advocate, the “Shop, Stamp and Win” promotion, and participating in the Home and Lifestyle Show this year. This committee will also be responsible for the “Welcome New Business” package.

MOTION

Moved by: Laura Downey
Seconded by: Tiana Moe

That the Communications / Events Committee Report for December 2024 be received as information.

Motion Carried

9. Financial Report

Les circulated the cheque report for the month of November 2024. He commented on some of the disbursements and what the payments were for.

Les also reviewed the 2024 Budget and Projections to Year End as of November 30, 2024. A small surplus is currently projected at year end.

MOTION

Moved by: Councillor Doug Brunton
Seconded by: Morgan Xiola

That the financial report for the month of November 2024 be received as information.

Motion Carried

10. Other Business / Round Table

10a. Location For The Board of Management Meetings (see attached notes)

The Board decided that the Simcoe BIA Board of Management meetings will continue to be held in the Simcoe BIA office and the option for attending by Zoom will be made available.

10b. Strategic Planning Meeting For The Board in January 2025

The Board will be holding a Strategic Planning Meeting on Wednesday January 8, 2025, at Riversyde 83. This meeting will take the place of our regular board meeting and will be held from 12 noon to 2:00 pm. Volunteers will be invited to attend as well. Les will put together some information to assist the board in their discussions.

10c. Draft Policy For Diversity, Equity and Inclusion – For Approval

Les requested that the board approve the draft policy that was circulated in November. This is one of the policies that is required by the Canada Summer Jobs Program.

MOTION

Moved by: Laura Downey

Seconded by: Marianne Ward

That the draft policy for diversity, equity and inclusion be approved and further that once Norfolk County has an approved policy, it will be referenced in the Simcoe BIA policy.

Motion Carried

10d. Update on the Canada Summer Jobs Program

Les provided an update on the Canada Summer Jobs application. Our application will be submitted prior to the deadline of December 19, 2024.

10e. Update On The 2023 Audit and the Annual General Meeting

Les provided an update on the 2023 audit and suggested that our annual general meeting will not be able to be held until mid to late January 2025.

10f. Donation for Christmas Panorama

Les provided information regarding the annual donation to the Simcoe Panorama. This donation is included in our budget.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Marianne Ward

That the Downtown Simcoe BIA provide a donation of \$500.00 to the Simcoe Panorama for the 2024 season.

Motion Carried

10g. Festivals and Events Ontario “Experience Ontario” Grants

Les commented on the grant for “Experience Ontario” and he is considering a grant application for our summer Friday Nights and the Norfolk Applefest. The deadline for applications is December 19, 2024.

10h. 2025 Schedule of the Board of Management Meetings

A schedule of the board meetings for 2025 was provided in the agenda package.

10i. Remembrance Day Wreath

Councillor Doug Brunton requested that we contact the person responsible for getting the wreath for the Simcoe BIA and to make a donation for it. Les will find out who was responsible for the purchase.

11. Next Meeting Dates

The meeting dates listed on the agenda were reviewed and no changes were made.

12. Meeting Adjourned

Moved by: Councillor Doug Brunton

Seconded by: Marianne Ward

That the Simcoe BIA Board of Management meeting of December 11, 2024, be adjourned at 1:30 pm.

Motion Carried